



City of Arts & Innovation

City of Riverside, California
Human Resources Policy and Procedure Manual

Approved:

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Human Resources Director

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City Manager

Number: IV-3 Effective Date: 11/12

SUBJECT: EDUCATION REIMBURSEMENT PROGRAM

PURPOSE:

To encourage employees of the City to take educational courses and training programs which shall enhance and broaden the performance of their present duties and prepare them for advancement opportunities.

POLICY:

Efforts shall be made to provide training and educational assistance for all levels in the City, from those requiring a minimum of specialized skills to those requiring higher education preparation. Completion of a training or educational course shall not guarantee promotion or advancement of an employee, but is intended to expand skills and knowledge, thus providing the individual with higher levels of opportunity and performance.

When an employee is required by the department to attend a particular course or seminar, normally the expense shall be the responsibility of the respective department and employee.

As a general rule, time spent on approved educational courses should be outside of scheduled working hours and shall not be considered as time worked for the City.

Employees are responsible for any income tax liability that may incur under this program.

ELIGIBILITY REQUIREMENTS

All regular employees shall be eligible to apply for education reimbursement as of their effective hire date.

The Human Resources Director or his/her designee shall be responsible for administering the Education Reimbursement Program and shall have the authority to

approve or deny a request for education assistance. Potential benefit of the course to the City, the recommendation of the department, the employee's work performance, length of service, previous educational background, and the amount and types of courses previously taken by the employee may be considered in determining eligibility. Approval shall be limited to courses offered by accredited colleges, universities, community colleges, adult education, or vocational programs. Accredited courses offered "on-line" through distance learning are included. Correspondence courses shall not be eligible for reimbursement under this program.

Employees must complete and submit an Education Reimbursement Request to the Human Resources Department prior to the beginning of a course. Requests submitted after a course has begun, but no later than 3 months (90 days) after completion of a course, may be considered depending on availability of funds and provided the request meets the pre-approval process criteria.

The Human Resources Department Director or his/her designee will determine eligibility and obtain the approval of the department head to ensure the department agrees that participation in the requested educational program will improve the employee's performance/development goals.

Requests shall be reviewed and approved on an ongoing basis. In the event of insufficient budgeted funds, approvals shall be tentative, placed on a waiting list, and subject to final approval upon the availability of budgeted funds. The waiting list shall terminate at the end of each fiscal year. Only courses that receive final approval shall be reimbursed. In no event will a course be reimbursed if there are insufficient funds.

REIMBURSEMENT:

Reimbursement under this program will not exceed \$1,000 (\$1,500 for RPO Supervisory Unit and RPAA Management) per fiscal year. It includes the cost of registration, tuition, institution required fees, books and lab fees. Special fees, food/meals, parking and mileage/transportation are not eligible for reimbursement. To receive reimbursement, students must attain a "C" grade or better. Reimbursement may only be received for courses which are job related or lead toward possible advancement in the City.

In order to receive reimbursement, employee must submit an Education Reimbursement Request for Payment with registration confirmation, verification of grades, and itemized receipts for all applicable expenditures to the Human Resources Director or his/her designee within 45 days of course completion. Reimbursement will be applied under the fiscal year of the pay period in which the Request for Payment is processed.

This program will not reimburse for any courses or fees paid for through grants and/or scholarships. Therefore, if any financial assistance of this kind is received, that amount will be subtracted from the employee's total reimbursable costs. In the event that an employee loses their employment status with the City for reasons other than layoff, and has an approved application on file, they will not be eligible to submit a request for payment.

Attachments:

1. Education Reimbursement Request Form
2. Education Reimbursement Request for Payment Form

**CITY OF RIVERSIDE
EDUCATION REIMBURSEMENT PROGRAM APPLICATION**

Name: _____ Phone: _____ Date of Request: _____
(Print)

Department/Division: _____ Classification: _____

**EDUCATION REIMBURSEMENT REQUEST
Complete and submit before enrollment.**

School: _____

Address: _____

Must Indicate Quarter or Semester: _____ Please choose one: Quarter or Semester

	Title of Course(s)	Course Dates		Number of Units	Cost of Tuition
		From	To		
1					
2					
3					

Estimated cost for registration, books, and lab fees: _____

How will this course(s) enhance and broaden the performance of your regular duties or prepare you for advancement opportunities?

I understand that this training is voluntary, is not considered hours of work and/or employment, and no compensation is earned.

Signature of Employee

Date

Authorization: Yes No

Department Head

Date

Comments: _____

For HR Office Use:

Authorization: Yes No

Human Resources Director/Designee

Date

Comments: _____

Estimated Reimbursement: _____

CITY OF RIVERSIDE
EDUCATION REIMBURSEMENT REQUEST FOR PAYMENT
 (Complete and submit within 45 days after course work is completed)

Name: _____
 (Print)

Department/Division: _____

Employee Number: _____

Classification: _____

Request Payment to: (Name and complete address)

REQUEST FOR EDUCATION REIMBURSEMENT PROGRAM REFUND

I have successfully completed the course work, attained the required grade and request reimbursement of tuition and fees in accordance with the Education Assistance Program. Registration confirmation, certificates of grades and receipts for tuition are attached.

DETAIL OF EXPENSES				
Tuition	Registration	Books	Lab Fees	Other (List)

 Signature of Employee

 Date of Request

For Office Use:

Costs for Reimbursement: \$ _____

Reimbursement Amount: \$ _____

Comments: _____

ACCOUNT SUMMARY DISTRIBUTION

GL KEY	OBJECT	JL KEY	OBJECT	W/O NO:	AMOUNT
Certification of Delivery of above			AUTHORIZATION FOR PAYMENT		
Signature			Date		
Accounting Designee			Date		